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Report For Week Ending 5 August 1958
From
Records Center

During the week the following accessions were made:

PERS	8 Cu. Ft.
OCR	91 " "
OCI	3 " "
OSI	2 " "
COMPT	24 " "
ORR	5 " "
Sub-Total:	<u>133 Cu. Ft.</u>
Finished Intelligence	58 " "
Total:	<u>191 Cu. Ft.</u>

Map Negatives	1,191 Cu. Ft.
Records Holdings	25,392 " "
Distribution Material Holdings	<u>11,118 " "</u> 11,062
Total:	<u>37,731 Cu. Ft.</u> 37,645

Distribution Material Disposed of at Center	21 Cu. Ft.
Distribution Material Transferred from Center	31 " "
Records Disposed of at Center	11 " "
Records Transferred from Center	34 " "
Total:	<u>97 Cu. Ft.</u>

Accessioning & Disposal

Accessioning has been normal during the week.

There is approximately 1,500 cubic feet of records eligible for disposal. The Commanding Officer/ [REDACTED] has stated that he would be unable to provide labor support in the removal of these records from the stack area and the transporting to the [REDACTED] Records Center personnel will accomplish this disposal as soon as manhours can be made available.

Reference

The Center was called upon to make a special courier run to Headquarters for the delivery of 5 cubic feet of records that were urgently needed by the Director. This special requirement was handled by the Center without undue hardship.

Approximately 1,000 items were furnished members of the IAC Community and Foreign Government.

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News

The move into the new addition is being carried on at the rate of approximately 2,000 cubic feet of records each day.



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Chief, Records Center

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